



**GUIDELINES/MECHANCS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2018**

1. Introduction

With the continuing implementation of Executive Order(EO) No.80, s. 2012 and EO No. 201, s. 2016, all heads of Departments, Bureaus, Offices and other Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges, Government-Owned or-Controlled Corporations, Local Water Districts, and Local Government Units are directed to adopt the Results-Based Performance Management System (RBPMS) thru its incentive component – the Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB).

In particular, pursuant to Memorandum Circular No. 2018-1 issued last May 28, 2018, the Romblon State University (RSU) adopts the guidelines on the Grant of PBB for the Fiscal Year 2018. RSU issued the following guidelines and mechanics to set the process, criteria, and requirements for the grant of the PBB for FY 2017. This is also the basis in determining and evaluating the eligibility conditions and performance ranking and rating of offices/delivery units within the university system.

These guidelines cover all officials and employees (both teaching and non-teaching personnel) of RSU holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the university, and whose compensation are charged under Personnel Services (PS), or those occupying positions in the DBM-approved contractual staffing pattern.

2. Eligibility Criteria and Force Ranking Process

2.1 The Performance Management Team (PMT) defines the criteria, ranking and rating procedures as well as the identification of the offices/delivery units of the university. The Team also makes the necessary evaluation on the criteria, ranking and rating agreed upon across the university's campuses and colleges.

2.2 The appropriate grouping or clustering of the offices/delivery units is based on Memorandum Circular No. 2016-2 dated October 12, 2016 and in accordance with similar tasks and responsibilities of these offices/delivery units within the existing organizational structure of the university. The clustering of the colleges and campuses as delivery units are as follows:

- a. College of Education and Romblon Campus (CED + Romblon)
- b. College of Arts and Sciences and the Institute of Criminology (CAS + ICJ)
- c. College of Engineering and Technology, and the Institute of Information Technology (CET+IIT)
- d. College of Business and Accountancy (CBA)
- e. College of Agriculture, Forestry and Fishery (CAFF)
- f. Sibuyan Campuses (San Fernando and Cajidiocan)
- g. Tablas Campuses (Sta Fe, Sta Maria, San Agustin, San Andres, Calatrava)
- h. GASS/STO (All campuses)

2.3 The basis for the criteria, rating and forced ranking is the Office Performance Commitment Review (OPCR) of the identified offices/delivery units. The OPCR rating of every delivery unit is the average ratings from the consolidated Individual Performance Commitment Review (IPCRs) accomplished or rated by the immediate supervisor or designated official assigned in that delivery unit.

2.4 Only the offices/delivery units of the university that have fully complied 100% of good governance conditions (GGC) set by Inter-Agency Task Force (IATF) and also achieved 90% in all applicable



- 2.5 Only the offices/delivery units of the university that have achieved an OPCR average rating of “Very Satisfactory” or higher are eligible for the PBB FY 2018.
- 2.6 All supporting documents, claims, and justifications for applicable PIs shall be validated by PMT with proper endorsement or certification from the concerned units: Office of the President, Human Resource, Planning and Development, Research, Extension and Training, and Finance and Accounting.
- 2.7 The offices/delivery units that meet the above criteria and conditions are eligible to the PBB FY2018 and shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Office/Delivery Unit
Next 25%	Better Office/Delivery Unit
Next 65%	Good Office/Delivery Unit

- 2.8 In case of ties relative to the forced ranking of the offices/delivery units, the University President shall resolve the issue and break the tie.
- 2.9 There shall no longer be a ranking of individuals or personnel within the identified offices/delivery unit. Only the personnel/employee or individual staff under or belonging to the eligible office/delivery unit are qualified for the PBB FY 2018.
- 2.10 Only personnel/employees belonging to the eligible office/delivery unit who received a rating of at least “Satisfactory” or better based on the university’s Civil Service Commission (CSC) –approved Strategic Performance Management System (SPMS) are qualified for the PBB FY 2018.
- 2.11 Personnel/employees who did not comply with the submission of SALN, IPCR, and with non-liquidated of Cash Advances within the prescribed period are automatically not eligible for the PBB FY 2018.
- 2.12 In case that the university is eligible for PBB but it did not meet the performance targets, the delivery units/offices/campuses most responsible for non-accomplishment due to “controllable factors” are isolated and excluded from the PBB ranking or not entitled to receive the PBB FY 2018.
- 2.13 If the university fails to submit procurement-related requirements, the Head of the Procuring Entity (HOPE), Chairman, and Secretariat of the Bids and Awards Committee (BAC) are not entitled to receive the PBB FY 2018.
- 2.14 Other requirements and conditions not included or mentioned in this ranking procedure/system for PBB FY2017 entitlement and disqualification but stipulated in Memorandum Circular No. 2018-1 issued dated May 28, 2018 shall also be followed or applied.

3. RATES OF THE INDIVIDUAL EMPLOYEES FOR PBB FY2017

- 3.1 Only personnel/employees rendered a minimum of three (3) months of service or less than nine (9) months with at least “Satisfactory” or better rating shall be eligible to the PBB FY 2016 on a pro-rata basis corresponding to the actual length of service rendered, as presented below:

Length of Service	Percent of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%



3.2 The personnel/employee who is on vacation leave, sick leave or study/scholarship leave with or without pay for the entire year is not eligible to the PBB FY 2018; unless otherwise, meet the minimum requirements set in Item 3.1 will be considered for PBB on a pro-rata basis.

3.3 The PBB rates of individual personnel/employee shall depend on the performance ranking of the office/delivery unit where they belong as stipulated in Item 2.7.

3.4 The rate is based on the individual employee's monthly basic salary as of December 31, 2018, but not lower than Php5,000.00

3.5 The corresponding PBB rates as percent of the individual employee's monthly basic salary are as follows:


<i>Performance Category</i>	<i>Multiplier of Basic Salary</i>
Best Office/Delivery Unit (10%)	0.650
Better Office/Delivery Unit (25%)	0.575
Good Office/Delivery Unit (65%)	0.500


3.6 The President of the university is eligible as set in CHED Memorandum Order No.4, s. 2015 as amended by CMO No.01, s. 2017 issued on January 26, 2017; and it is based on the eligibility performance of the university in meeting the Good Governance conditions. Furthermore, the corresponding PBB rate shall be based on the SUC President's monthly basic salary as of December 31, 2018 and the following conditions apply:

<i>Performance of Eligible University (Applies to the SUC President)</i>	<i>PBB as Percent of Monthly Basic Salary</i>
a. University achieved all GGCs and its physical targets in all MFOs, STO and GASS	65% (Best)
b. University achieved all GGCs, and has deficiency/ies in some of its physical targets due to <i>uncontrollable reasons</i>	57.5% (Better)
c. University achieved all GGCs, and has deficiency in one of its physical target/s due to <i>controllable reasons</i>	50% (Good)

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